



## Summer Job/ Internship Opportunities National Park Service Jewel Cave National Monument

***If you like working with people and would like the opportunity to spend your summer working at a world-class resource, look no further!***

Jewel Cave National Monument in Custer, SD, protects the second longest cave system in the world and is situated in the beautiful Black Hills of South Dakota. The following positions are available for the summer 2008 season:

### **Visitor Use Assistant, GS-0303-03 (seasonal)**

**Pay: \$11.34/hr.**

#### **BRIEF DESCRIPTION OF DUTIES:**

This is a seasonal position, not to exceed 1,039 hours in a service year. It is anticipated that up to six positions will be filled from this announcement. Duties include collecting money and making change for cave tour tickets, selling Interagency passes, completing shift reports, and securing funds. Provides information and orientation services at the visitor center and kiosk, answering questions about the park and surrounding area and dispensing information handouts and maps. Sells publications, stocks display shelves, and handles money for the bookstore. May also perform general office functions such as answering telephones, conducting ticket sales over the phone, and responding to written or telephone information requests.

### **Park Guide, GS-0090-04 (seasonal)**

**Pay: \$12.73/hr.**

#### **BRIEF DESCRIPTION OF DUTIES:**

This is a seasonal position, not to exceed 1,039 hours in a service year. It is anticipated that up to 12 positions will be filled from this announcement. Duties include preparing and presenting cave tours and informal surface talks and demonstrations. Provides information and orientation services at the park's visitor center, answering questions about the park and surrounding area, and dispensing information handouts, pamphlets, and maps. May also staff the bookstore, selling publications, stocking shelves, handling money and making change. May collect money for cave tours and sell Interagency passes. Performs general office functions such as answering telephones, responding to written or telephone information requests, and using a computer and copier.

### **Park Ranger, GS-0025-05 (seasonal)**

**Pay: \$14.24/hr.**

#### **BRIEF DESCRIPTION OF DUTIES:**

This is a seasonal position, not to exceed 1,039 hours in a service year. It is anticipated that up to five positions will be filled from this announcement. Duties include preparing and presenting cave tours (primarily Lantern and Spelunking tours) and surface talks, walks, and demonstrations. Provides information and orientation services at the park historic ranger station and visitor center, answering questions about the park and surrounding area, and dispensing information handouts and maps. Performs roving patrol throughout the park. May staff the bookstore. Performs general office functions such as answering telephones, responding to written, e-mail, or telephone information requests, and using a computer and copier. May collect money for cave tours and sell Interagency passes. May serve as lead seasonal Park Ranger, leading other interpretive staff in daily operations, working cooperatively with the Supervisory Park Ranger to assign duties and provide program feedback, and conducting interpretive training. May develop a variety of non-personal interpretive materials including interpretive displays and site bulletins.

**How to Apply:**

These vacancy announcements are expected to be posted soon on [www.usajobs.opm.gov](http://www.usajobs.opm.gov). Directions regarding how to submit applications through this process are also posted at this website.

Students who will be enrolled in the fall 2008 semester/quarter at least half time may be considered for employment under the Student Temporary Employment Program (STEP) by doing the following:

- Meet qualifications for the position for which they are applying.
- Remain in good standing with the school, enrolled at least half time.
- Submit an application (OF612, resume, or other written application).
- Include a brief cover letter stating that the applicant wishes to be considered for employment under the STEP authority.
- Provide a college transcript.
- Provide a letter from the school stating that the applicant will be enrolled as a student (at least half time) the semester/quarter immediately following their employment.
- Submit documentation listed above to:  
Jewel Cave National Monument  
Attn: Summer Seasonal Hiring – Dena Matteson  
11149 U.S. Highway 16, Bldg. B12  
Custer, SD 57730

For additional information on jobs at Jewel Cave National Monument, call or email Dena Matteson at 605-673-2288 x1237; [dena\\_matteson@nps.gov](mailto:dena_matteson@nps.gov)